



MUSCOGEE (CREEK) NATION

Seeking an EXECUTIVE DIRECTOR

Description: The Executive Director assists the Gaming Commission charged with investigating regulated activities to assure compliance with federal/tribal laws. Assist with preparation of quarterly report and budget. Assist Commission and supervises staff.

Principal Duties and Responsibilities:

- Supervises gaming commission staff and directs all administrative actions of the gaming commission.
- Respond to inquiries from licensees, tribal officials, tribal members and the public.
- Assist the Commission in the administration of sound regulatory controls.
- Assists the Commission in the development, issuance and monitoring of appropriate plans, policies and procedures over cash and internal control structure to address the completeness, accuracy and authorization of cash transactions,, as well as appropriate segregation of duties and asset protection control.
- Assists the Commission in the development of the Creek Nation gaming regulations.
- Regulate activity utilizing knowledge of regulatory codes, prepares reports/correspondence.
- Research assignments as related to gaming activities in gaming industry.
- Imposition of penalty/remedial action for noncomplying licensees.
- Monitor and review licensed gaming facilities for compliance with ordinances, utilizing appropriate staff.
- Monitor games; investigate complaints to ensure compliance with policies and procedures as well as Tribal, Federal, and State Regulations through Internal Audit, Compliance, Software, and Investigations department.
- Monitor Muscogee (Creek) Nation gaming facilities for compliance with Office of Public Gaming Regulations, Minimum Internal Control Standards (MICS), and the Tribal State/Compact.
- Ensure confidentiality and compliance with all licensing requirements of the Nation Indian Gaming Commission, Tribal Gaming Ordinance, and the Tribal-State Compact.
- Assist Commission with various administrative functions including but not limited to budget, personnel, policy and other duties as assigned.
- Established and maintains a professional working relationship with appropriate federal, state and municipal agencies.

Minimum Requirements:

- Bachelor's Degree in Business or 3-4 years' experience in a gaming related field.
- Associate's degree or an equivalent combination of training and experience.
- Must be able to pass background investigation as required by the NIGC.
- Must have a valid Oklahoma Driver's License required.

Preferred Requirements:

- Bachelors with background in gaming.
- Audit experience.
- Understanding of law and government regulations.
- Able to interact with business and tribal leaders.